

Full-Time Wyoming Army National Guard Vacancy (Concurrent Technician & Inservice AGR Announcement)

ARMY GUARD AREA 3 – NATIONWIDE TECHNICIAN VACANCY ANNOUNCEMENT
And INSERVICE AGR VACANCY ANNOUNCEMENT

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

30 May 2007

ANNOUNCEMENT #: 07-110

CLOSING DATE: 28 JUNE 2007

POSITION TITLE, SERIES AND GRADE: Supervisory Information Technology Specialist, GS-2210-13

SALARY RANGE: \$75,414.00 - \$98,041.00 per year

LOCATION OF POSITION: DCSIM, Cheyenne, Wyoming

APPOINTMENT FACTORS: Excepted Service Officer (OFF) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard.

MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA: After selection, must possess or be eligible for assignment to a military position in Officer (OFF) AOC 53, Branch 25. Minimum military grade authorized is O-5. Maximum military grade authorized is O-6.

POSITION SENSITIVITY: 2 – Non-Critical Sensitive (NCS)

AREA OF CONSIDERATION: For Nationwide Technicians: This vacancy is open to anyone eligible to join or transfer to the Wyoming Army National Guard. (see page 3 for technician application procedures). For Inservice AGRs: This vacancy announcement is also open to presently employed AGRs of the Wyoming Army National Guard (see page 4 for AGR application procedures).

QUALIFICATION REQUIREMENTS: GENERAL – Must have technical, analytical, supervisory, or administrative experience which has demonstrated the ability to analyze problems of an organization, workforce, information requirements, etc. and provide systematic solutions, and the ability to deal satisfactorily with others.

SPECIALIZED - Must have 36 months of specialized experience which has included:

- (1) Experience in analyzing problems, gathering information, and recognizing solutions;
- (2) Experience in communicating orally and in writing in a clear and concise manner;
- (3) Experience in analyzing and organizing work processes into plans for computer solutions;
- (4) Experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed;
- (5) Experience in accomplishing computer project assignments that require a range of knowledges of computer requirements and techniques. Qualifying accomplishments involve the following: knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area; planning the sequence of actions necessary to accomplish the assignment; and adaptation of guidelines or precedents to the needs of an assignment.

SUBSTITUTION – A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field such as computer science, data processing, or information processing science. Transcripts must be provided in order to receive the substitution credit for specialized experience.

DUTIES AND RESPONSIBILITIES: - The purpose of this position is to manage the Deputy Chief of Staff Information Management (DCSIM) portion of the state's C4 Systems Support program. The C4 systems include both the communications and computer systems required to implement the state command and control process and are the information exchange and decision support subsystems within the assigned portion of the state total force Command and Control Support System. The incumbent serves as the principal staff officer and primary advisor to the Adjutant General and the Chief of Staff for all matters pertaining to DCSIM supported systems which support the primary functions involving the collection, transportation, processing, dissemination and protection of information. This position requires military membership. It is designated for an Officer incumbent only. In accordance with DA Pamphlet 611-21 the incumbent provides supervision, guidance over subordinates, and team leadership to non-dual status

(NDS) and dual status (DS) employees. The incumbent performs long-term planning and organizational development necessary to accomplish information technology management functions in support of programs essential to state DCSIM daily operations, training, and readiness missions. Fosters an environment conducive to teamwork among service providers and customers in meeting state C4 requirements. Plans, organizes, and oversees the activities of the state DCSIM organization. Develops goals and objectives that integrate C4 objectives into state short and long term operational plans. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promotes team building, implements quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory and supervisory positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Represents the command in dealings with a variety of state, National Guard and functional area organizations. Establishes, develops, and maintains effective working relationships with all serviced organizations and all senior staff members within the state. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolves significant problems that arise. Ensures subordinate units provide customer guidance and training. Serves as a primary staff advisor and authoritative expert to the Adjutant General, staff elements, and command officials on matters pertaining to information management/services, i.e., information technology (IT), communications, information assurance, printing, publishing, records management, official mail, e-mail, and visual information, both present and future. Monitors, reviews and analyzes program implementation. Makes decisions for program adjustments to meet state conditions and changing situations, as well as to accommodate programs directed from higher headquarters. Functions as the state Designated Approval Authority (DAA) for matters pertaining to network security. Ensures implementation and administration of all applicable regulations governing the state's Information Management program. Reviews and analyzes supported state mission plans and operations to determine current and future information systems requirements; i.e., automation, communications, equipment, facilities, supplies, personnel, funds, etc. As a member of the state budgetary council, develops and promulgates short and long-range state information management plans and projects involving the definition, design and maintenance of new and modified systems. Ensures effective integration of plans, programs, and operations encompassing a wide range of information systems/functional components. Determines goals and objectives that need additional emphasis and determines the best approach of solution for resolving these needs. Performs other duties as assigned.

NOMINATING OFFICIAL: COL Tim Sheppard, Chief of Staff, Wyoming Army National Guard

WYOMING NATIONAL GUARD HUMAN RESOURCE OFFICE (HRO) POINT OF CONTACTS:

2d Lt James Tschacher, (307) 772-5205, DSN 388-5205, or E-Mail James.Tschacher@us.army.mil

PRE-EMPLOYMENT INQUIRY: An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

SUBMIT YOUR APPLICATION TO: Human Resources Office
Attn: Technician Staffing
5500 Bishop Boulevard
Cheyenne, WY 82009-3320

INSTRUCTIONS FOR APPLYING: All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade, AFSC and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications will be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5205, DSN 388-5205, or email james.tschacher@us.army.mil for any additional information or clarification that you may need in reference to this procedure.

AGR SPECIFIC INSTRUCTIONS

Must be able to serve at least 5 years in active military status prior to completing 18 years of active federal service. Must meet medical & physical standards. Must meet eligibility criteria as prescribed in Tables 2-1, 2-2, 2-3 and AR 135-18.

Individuals must apply by submitting the following documents to the Human Resources Office, 5500 Bishop Blvd., Cheyenne, WY 82009-3320, so as to arrive not later than 1630 on the closing date. Phone (307) 772-5205. Applications not containing the required forms will not be considered. Copies are acceptable. As a minimum, your packet must include the following in order to be considered:

- NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position, must be signed.
- DA Form 2-1 Personnel Qualification Record
- Resume

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

Special notes:

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5205, DSN 388-5205, or email james.tschacher@wychee.af.mil for any additional information or clarification that you may need in reference to this procedure.

FOR AGENCY USE ONLY: CPCN – 90002-XXXXX Paragraph – 1213 Line # -- 701